

Job Opportunity Bulletin

Post Date: **MAY 15, 2017**

SENIOR ACCOUNTING OFFICER (SPECIALIST)

Salary Range: \$4,600 - \$5,758

Permanent, Full-Time

FINAL FILING DATE: 5/30/2017

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Would you like to work in a fast-paced environment that provides excellent customer service and knowledge & expertise sharing in the accounting field? Department of Developmental Services is committed to providing leadership, building partnerships and supporting choices. You too can be part of this organization!

Under the general direction of the Manager of the Fiscal Systems Unit, the Senior Accounting Officer (Specialist) is responsible for performing the more difficult accounting duties such as the maintenance and operation of the DDS' California State Accounting and Reporting System (CALSTARS).

For complete duties, please see the duty statement on the following page.

Please refer to:

Position #473-131-4567-XXX

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Robert Whitlock

All applications will be screened
and only the most qualified will be
interviewed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Comprehensive knowledge of Accounting principles and procedures as it applies to State government.
- ❖ General knowledge of principles of accounting, governmental accounting principles and procedures.
- ❖ Knowledge of California State Accounting and Reporting Systems (CALSTARS).
- ❖ Ability to apply accounting principles and procedures.
- ❖ Ability to analyze data to conduct reviews and audits, resolve problems and make necessary adjustments.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

Please include the **basis of your eligibility (list eligibility and/or lateral transfers must meet the minimum qualifications of this classification)** and position #473-131-4567-XXX on your application.

CONTACT INFORMATION

Name: Robert Whitlock

Number: (916) 322-7660

Email:
Robert.Whitlock@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATIVE SERVICES DIVISION FINANCIAL
SERVICES BRANCH
ACCOUNTING SECTION
FISCAL SYSTEMS UNIT**

DUTY STATEMENT

JOB TITLE: SENIOR ACCOUNTING OFFICER, SPECIALIST**POSITION #:** 473-131-4567-XXX

POSITION DESCRIPTION: The Senior Accounting Officer, Specialist position is responsible for performing the more difficult accounting duties, which require an understanding of the entire accounting process. The incumbent will provide support to the Fiscal Systems Unit (FSU) manager in areas such as the maintenance and operation of the Department's CALSTARS, California State Accounting and Reporting System for Headquarters, State Operated Facility and Developmental Centers. The incumbent will be the FSU lead for the Financial Information System for California (Fi\$Cal) implementation.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Reports directly to the Staff Administrative Analyst, Accounting Systems Manager of the Fiscal Systems Unit.

Essential Job Functions:

- 35% Apply accounting principles to assist the manager in the maintenance of Employee Master File (EMF) for the Developmental Centers and State Operated Facility. This function includes: (1) downloading and retaining daily maintenance to the EMF for all facilities, including Headquarters; (2) downloading and retaining the monthly labor reports for all facilities; (3) providing monthly listing of employees to all facilities; (4) creating and distributing a monthly listing of all undistributed labor for all facilities; (5) insuring proper coding for facilities' physicians; (6) collecting labor hours for all facilities (7) analyzing and performing various monthly reconciliations.
- 25% Using Monarch, provide monthly expenditure reports to Headquarters Sections, Developmental Centers, and State Operated Facility. Responsible for table set-ups in CALSTARS for new fiscal year; and any preparation for year-ending processes. Provide listings for the new fiscal year of the PCA and Index codes for Headquarters, Developmental Centers and State Operated Facility personnel.
- 15% Provide CALSTARS coding for any new activities, programs, maintenance, or capital outlay for Headquarters, Developmental Centers, and State Operated Facility as needed. Provide revised listings of PCA and/or Index codes for Headquarters, Developmental Centers and State Operated Facility personnel. Assist in all aspects in the transitioning from CalSTARS to Fiscal Information System for California (Fi\$Cal) which will include but are not limited to setting up training for Accounting and FSU employees, attending Fi\$Cal training sessions, resolve system issues, etc..
- 15% Demonstrate second journeyman level of competence in providing CALSTARS assistance and technical support to Headquarters, Developmental Center, and State Operated Facility's staff including the Cost Reporting segment of the section for acquired expenditure information related to the Developmental Centers, State Operated Facility and Headquarters.

JOB TITLE: ASSOCIATE ADMINISTRATIVE ANALYST, ACCOUNTING SYSTEMS
POSITION #: 473-131-4567-XXX

Marginal Job Functions:

- 5% Assist in the development of Department accounting systems and fiscal-related projects, i.e., use of project milestone charts, planning guides, analysis, alternatives/ recommendations, and written reports.

Display effective working relationships with all levels of the organizational hierarchy, within and outside the Department. Perform and complete work assignments independently and with minimum supervision.

- 5% Provide training as necessary to Departmental Headquarters staff on the processes involving CALSTARS. Conduct special studies and prepare reports to provide program and/or fiscal data for reports requested.

WORKING CONDITIONS:

Open-spaced partitioned office, ability to move about, stand, reach, stoop or bend (may be required to lift up to 25 lbs.). Employee may be required to sit for long periods-of-time using a keyboard, monitor and mouse. Computer will be used daily approximately 60%-70% of the time on the following software applications (i.e. Microsoft Excel, and Word). Must be able to use various office machines; copier, scanner, fax, etc. During peak times including year-end processing, request for leave will be limited and approved on case-by-case basis.

DESIRABLE QUALIFICATIONS:

- Communicate effectively (both verbally and written)
- Excellent computer skills
- Possess good interpersonal skills
- Ability to work independently and in a team environment
- Ability to organize and prioritize multiple work assignments.
- Ability to promote positive work environment and relationship with others

CERTIFICATION OR LICENSE: Not Applicable